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This price list is extremely TIME SENSITIVE.

ASOs: Please distribute this price list to your divisions/agencies requiring Crystallite Window Envelopes. Purchase orders with samples attached must be placed with the vendor NO LATER THAN

DECEMBER 19, 2005

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

**SPO Price List No. 06-13
Replaces Price List No. 05-09**

CRYSTALLITE WINDOW ENVELOPES
(IFB-06-018-O)
For February to December 2006

Order Deadline: DECEMBER 19, 2005

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

●Executive Branch

●Judiciary

●Office of Hawaiian Affairs

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "SPO Price List Purchase Exemption", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Procurement of Goods, Services, and Construction - Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor. Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Linda Hayashi	586-0562	586-0570	linda.e.hayashi@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Office of Hawaiian Affairs	Mark Glick	594-1911	594-1865	mark.g@oha.org

Vendor and Order Address:

Cenveo West
2134 St. Louis Drive
Honolulu, Hawaii 96816

Attention: Ms. Diane Saki
Phone: 682-3055 ext. 29
Fax: 734-7756

Vendor Remittance Address:

Cenveo West
PO Box 24667
Seattle, WA 98124-0667

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include printing, delivery to destination, and all other costs, including the State General Excise Tax, currently 4%.

ORDER DEADLINE IS DECEMBER 19, 2005. The Vendor shall take 4 to 8 weeks to process orders, and it is the responsibility of each agency to insure timely ordering. The vendor is not obliged to accept any order received after the deadline.

When placing orders, Agencies are requested to indicate the corresponding number and letter of the type of envelope to be ordered. For example, for the Department of Human Services, Med-Quest Division, type of envelope indicated should be "1 F-2". This information is found on the attached delivery schedule. The delivery schedule lists requirements submitted in response to SPO Circular No. C05-9 dated June 23, 2005. These requirements maybe increased but not decreased at the time of ordering.

PURCHASING CARD (pCard). Agencies of the Executive branch, with the exception of the Department of Education and the Office of Hawaiian Affairs and the University of Hawaii, shall use the State's purchasing card (pCard) for orders totaling less than \$2500. If vendor requires hardcopy confirmation of a transaction made by pCard, agency may use SPO-10B, pCard Order Form, available on the SPO website: www.spo.hawaii.gov; click on "Forms for State Agencies" in the Procurement of Goods, Services, & Construction – Chapter 103D, HRS menu.

For purchases \$2500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2500 or more; and for vendors who either do not accept the pCard or who set minimum order requirements before accepting the pCard for payment or who charge its customers a transaction fee for the usage.

"SPO PL No. 06-13" must be typed on purchase orders issued against this price list.

DELIVERY on all items shall be made in accordance with the attached delivery schedule or as requested on the order(s).

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on Price List and Vendor List in either the Procurement of Goods, Services and Construction - Chapter 103D, HRS or the Awards menu.

RUTH E. YAMAGUCHI
Procurement Officer

Type of Envelope:	<u>Description of Crystallite Envelopes</u>		<u>Unit Price</u>
<u>Group: Item No.:</u>			
1	C	Double window, 4-1/8" x 9-1/2", tan kraft, bottom flap (DHS) (printed)	\$25.50/M
1	D	Double window, 4-1/8" x 9-1/2", white wove (DHS) (printed)	\$23.15/M
1	E	Single window, 3-7/8" x 8-7/8", tan kraft, self-adhesive (Health-HI State Hospital) (no printing)	\$77.65/M
1	F	Single window, 4-1/8" x 9-1/2", white wove (Health & DHS) (printed)	\$21.40/M
2	A	Single window, 4-1/8" x 9-1/2", tan kraft (printed)	\$22.50/M

DELIVERY SCHEDULE
ORDER DEADLINE: DECEMBER 19, 2005

Type of Envelope		Quantity*	Delivery Deadline(s)	Agency/Contact	Agency Delivery Address
GROUP	Item No.				
1	C	41,250	02/21/06	Dept. of Human Services	Hawaii Presort 1312 Kaumualii Street Honolulu, HI 96817 phone: 841-7253
		41,250	07/18/06	FMO/Benefit Payments PO Box 339 Honolulu, HI 96809-0339 Attn: Marian Izumi phone: 586-5049 fax: 586-7213 mizumi@dhs.hawaii.gov	
1	D	145,000	02/21/06	Dept. of Human Services	Hawaii Presort 1312 Kaumualii Street Honolulu, HI 96817 phone: 841-7253
		135,000	03/21/06	FMO/Benefit Payments	
		145,000	04/18/06	PO Box 339	
		135,000	05/16/06	Honolulu, HI 96809-0339	
		150,000	06/20/06	Attn: Marian Izumi	
		145,000	07/18/06	phone: 586-5049	
		175,000	08/15/06	fax: 586-7213	
		135,000	09/19/06	mizumi@dhs.hawaii.gov	
		145,000	10/17/06		
		135,000	11/21/06		
		155,000	12/19/06		
1	E	6,500	02/17/06	Dept. of Health	Same as Agency/Contact
		6,000	06/01/06	Hawaii State Hospital 45-710 Keaahala Road Kaneohe, HI 96744 Attn: Ellen phone: 236-8224 fax: 236-8498 elchalme@hsh.health.state.hi.us	
1	F-1	60,000	02/17/06	Dept. of Human Services	Hawaii Presort 1312 Kaumualii Street Honolulu, HI 96817 phone: 841-7253
		35,000	04/01/06	Med-Quest Division	
		35,000	07/01/06	Customer Service Branch	
		35,000	10/01/06	PO Box 700190 Kapolei, HI 96709-0190 Attn: Anita Lagundimao phone: 692-8073 fax: 692-8173 alagundimao@medicaid.dhs.state.hi.us	

Type of Envelope		Quantity*	Delivery Deadline(s)	Agency/Contact	Agency Delivery Address
GROUP	Item No.				

1	F-2	3,000	02/17/06	Dept. of Health Administrative Services Office 1250 Punchbowl Street, Room 307 Honolulu, HI 96813 Attn: Lynn Okamura phone: 586-4573 fax: 586-4649 leokamura@mail.health.state.hi.us	Same as Agency/Contact
2	A-1	15,000	02/17/06	Dept. of Labor and Industrial Relations Unemployment Division 830 Punchbowl Street, Room 105 Honolulu, HI 96813 Attn: Iris Imada phone: 586-8950 fax: 586-8958	Same as Agency/Contact
2	A-2	100,000	02/17/06	Dept. of Labor and Industrial Relations Unemployment Division 830 Punchbowl Street, Room 105 Honolulu, HI 96813 Attn: Iris Imada phone: 586-8950 fax: 586-8958	Same as Agency/Contact
2	A-3	5,000	07/01/06	Dept. of Accounting & General Services Office of Elections 802 Lehua Avenue Pearl City, HI 96782 Attn: John Klaneski phone: 453-8683 fax: 453-6006 john.klaneski@hawaii.gov	Same as Agency/Contact

Type of Envelope		Quantity*	Delivery Deadline(s)	Agency/Contact	Agency Delivery Address
GROUP	Item No.				

2	A-4	200,000	02/17/06	Dept. of Accounting & General Services	Same as Agency/Contact
		200,000	03/20/06	Accounting Div.-Pre-Audit Branch	
		100,000	07/10/06	1151 Punchbowl Street, Room 324	
		100,000	10/23/06	Honolulu, HI 96813	
				Attn: Sheila Walters	
				phone: 586-0650	
				fax: 586-0739	

2	A-5	2,000	02/17/06	Dept. of Health	Same as Agency/Contact
				Administrative Services Office	
				1250 Punchbowl Street, Room 307	
				Honolulu, HI 96813	
				Attn: Lynn Okamura	
				phone: 586-4573	
				fax: 586-4649	
				leokamura@mail.health.state.hi.us	

2	A-6	1,000	05/01/06	Dept. of Health	Same as Agency/Contact
		1,500	11/01/06	Emergency Medical Services-HRA	
				3627 Kilauea Avenue, Room 102	
				Honolulu, HI 96816-2317	
				phone: 733-9210	
				fax: 733-8332	
				Attn: Andrea	
				amchow@camhmis.health.state.hi.us	

2	A-7	8,000	02/17/06	Dept. of Human Services	Same as Agency/Contact
				Foster Grandparent Program	
				2201 Waimano Home Road	
				Pearl City, HI 96782	
				Attn: Jeanette Hanakahi	
				phone: 453-6357	
				fax: 453-6360	

Type of Envelope		Quantity*	Delivery Deadline(s)	Agency/Contact	Agency Delivery Address
GROUP	Item No.				
2	A-8	2,000	02/17/06	Dept. of Labor and Industrial Relations Administrative Services Office 830 Punchbowl Street, Room 309 Honolulu, HI 96813 Attn: Minerva Robinol phone: 586-8889 fax: 586-8899 minerva.c.robinol@hawaii.gov	Same as Agency/Contact
2	A-9	1,000	02/17/06	Dept. of Labor and Industrial Relations Disability Compensation Division 830 Punchbowl Street, Room 211 Honolulu, HI 96813 Attn: Pat Liu phone: 586-9151	Same as Agency/Contact
2	A-10	3,000	02/17/06	Dept. of Land and Natural Resources Fiscal Office 1151 Punchbowl Street, Room 110 Honolulu, HI 96813 Attn: Roy Hattori phone: 587-0357 fax: 587-0360	Same as Agency/Contact
2	A-11	5,000	02/17/06	Office of Hawaiian Affairs 711 Kapiolani Blvd., Suite 500 Honolulu, HI 96813 Attn: Gwen Valbuena phone: 594-1992 fax: 594-1865 gwenval@oha.org	Same as Agency/Contact
2	A-12	1,000	02/17/06	Dept. of Public Safety 919 Ala Moana Blvd., Room 402 Honolulu, HI 96814 Attn: Sylvia Kikuta phone: 587-1186 fax: 587-1216	Same as Agency/Contact

Type of Envelope		Quantity*	Delivery Deadline(s)	Agency/Contact	Agency Delivery Address
GROUP	Item No.				
2	A-13	1,000	02/17/06	Dept. of Public Safety Maui Community Correctional Center 600 Waiale Drive Wailuku, HI 96793 Attn: Jo-Anne Aiwohi phone: (808) 243-5857	Same as Agency/Contact
2	A-14	500	02/17/06	Dept. of Transportation Airports Division Honolulu International Airport 400 Rodgers Blvd., 7th Floor Honolulu, HI 96819 Attn: Kay Hikichi phone: 838-8661 fax: 838-8750	Same as Agency/Contact
2	A-15	1,000	06/01/06	Dept. of Transportation Harbors Division - Fiscal Office 79 S. Nimitz Highway, 3rd Floor Honolulu, HI 96813 Attn: Betty Ohigashi phone: 587-5337 fax: 587-3658 betty.ohigashi@hawaii.gov	Same as Agency/Contact
2	A-16	5,000	02/17/06	The Judiciary First Judicial Circuit - Fiscal Office 777 Punchbowl Street Honolulu, HI 96813 Attn: Sandra Togawa phone: 539-4350 ext. 1125 fax: 539-4322 sandra.e.togawa@courts.state.hi.us	Same as Agency/Contact

*Agencies may increase quantities but not lower them